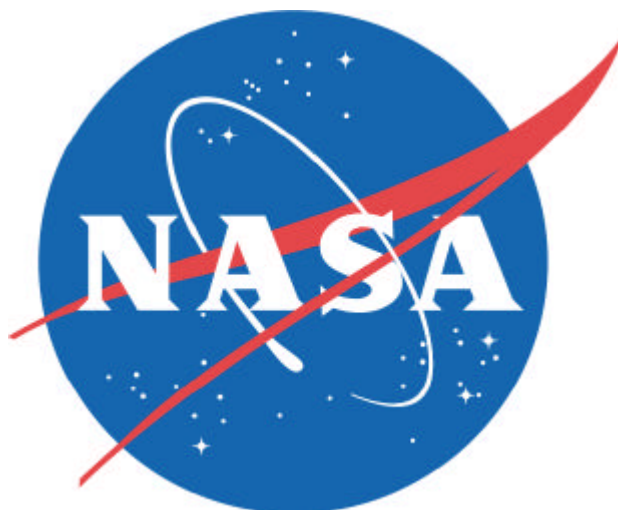


Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]
Administration and Resources Management Division (Code SP)

Subject: Budget Implementation – Operating Plan



**NASA Headquarters
Office of Space Science (OSS)**

Office Work Instruction

Budget Implementation – Operating Plan

Approved by: (Original signed by Dr. Earle K. Huckins) Date: (11/16/1999)
Dr. Earle K. Huckins
Deputy Associate Administrator for Space Science

Office Work Instruction (OWI)

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11/16/1999

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DOCUMENT HISTORY LOG

STATUS (BASELINE/ REVISION/ CANCELED)	DOCUMENT REVISION	EFFECTIVE DATE	DESCRIPTION
Baseline		02/01/1999	<ul style="list-style-type: none">• Initial "baseline" version of the OWI.
Revision	A	05/10/1999	<ul style="list-style-type: none">• Incorporates modifications responsive to NCRs #279, #293, #296, #302, #311, #312, #315, #316, #317, and #321 from the NASA HQ ISO-9001 Pre-Assessment audit.
Revision	B	11/16/1999	<ul style="list-style-type: none">• Clarifies "concurrence" activities in Section 5 and Section 6.• Deletes erroneous text "(see Sec. 7)" in Steps #6.3 & #6.4 of Section 6.• Corrects functional title of "Owner" in table of quality records in Section 7.• Incorporates recent terminology and format standardization.

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1. PURPOSE The purpose of this Office Work Instruction (OWI) is to define the process for establishing the Operating Plan for implementing the Office of Space (OSS) Science budget.

2. SCOPE AND APPLICABILITY

2.1 The annual OSS Operating Plan encompasses the total amount of New Obligational Authority appropriated by Congress. The OSS Operating Plan is established at the beginning of each fiscal year and is updated as required by major budget changes.

2.2 The scope of this OWI is confined to the description of the OSS Operating Plan development activities.

3. DEFINITIONS

3.1 A&RM. Administration and Resources Management Division of the Office of Space Science.

3.2 Code B. NASA Headquarters Office of the Chief Financial Officer (CFO).

3.3 Code L. NASA Headquarters Office of Legislative Affairs.

Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]
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4. REFERENCES

- | | | |
|------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.1 | ANSI/ISO/ASQC Q9001-1994 | American National Standard, Quality Systems --
Model for Quality Assurance in Design,
Development, Production, Installation, and
Servicing |
| 4.2 | HCP1280-2 | Corrective and Preventive Action |
| 4.3 | HCP1280-3 | Internal Quality Audits |
| 4.4 | HCP1400-1 | Document and Data Control |
| 4.5 | HCP3410-4 | Employee Training |
| 4.6 | HQPC1150.1 | NASA Headquarters Quality Council Policy
Charter |
| 4.7 | HQSM1200-1 | NASA Headquarters Quality System Manual |
| 4.8 | NHB 1101.3 | NASA Organization Handbook |
| 4.9 | NPD 1000.1 | NASA Strategic Plan |
| 4.10 | NPD 8730.3 | NASA Quality Management System Policy (ISO
9000) |
| 4.11 | NPG 1000.2 | NASA Strategic Management Handbook |
| 4.12 | NPG 1441.1 | NASA Records Retention Schedules (NRRS) |
| 4.13 | | NASA Budget Administration Manual |

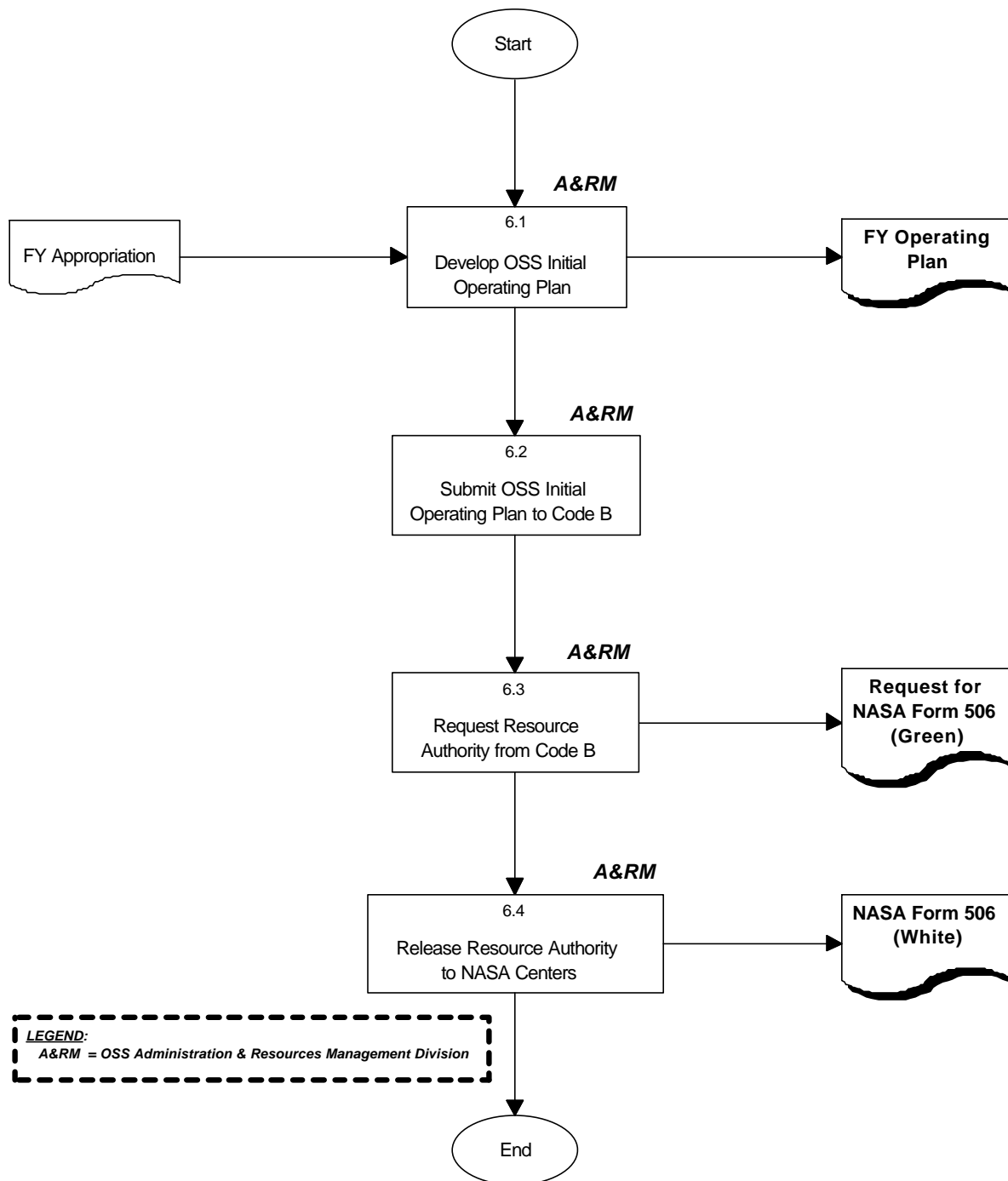
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5. FLOWCHART

[NOTE #1: "Quality records" are identified via shadowing of their ANSI symbols.]

[NOTE #2: Process steps are numbered in accordance with their corresponding paragraph numbers in Section 6.]



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6. PROCEDURE

<u>STEP #</u>	<u>ACTION OFFICERS</u>	<u>DESCRIPTION</u>
6.1	A&RM	Develop the OSS Initial Operating Plan. A&RM prepares OSS input for incorporation into the NASA Plan. Input includes data that establish the funding controls and specific amounts for each program/project and explain any difference between the President's budget and the Operating Plan.
6.2	A&RM	Submit the OSS Initial Operating Plan to Code B. Code B incorporates the input into the NASA Plan and coordinates resolution of issues with OSS and Code L.
6.3	A&RM	Prepare a request asking Code B to release resource authority to the Associate Administrator for Space Science.
6.4	A&RM	Following the receipt of release authority from Code B, A&RM releases resource authority to the NASA Centers.

7. QUALITY RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	MEDIA: ELECTRONIC OR HARDCOPY	NPG 1441.1 SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/ DISPOSITION
FY Operating Plan	A&RM Program Analyst	Code SP Division files	Hardcopy	Schedule 7, Item 21D1	Destroy 2 years after the close of the fiscal year.
Request for NASA Form 506 (Green)	A&RM Program Analyst	Code SP Division files	Hardcopy	Schedule 7, Item 21D1	Destroy 2 years after the close of the fiscal year.
NASA Form 506 (White)	A&RM Program Analyst	Code SP Division files	Hardcopy	Schedule 7, Item 21D1	Destroy 2 years after the close of the fiscal year.

[NOTE #1: These "quality records" are identified in Section 5 ("Flowchart") of this OWI via shadowing of their ANSI symbols.]

[NOTE #2: In accordance with NPG 1441.1 NASA Records Retention Schedules, "... installations' office of primary responsibility will maintain one official record copy ...; reference copies may be maintained for related work". Therefore, the "Retention" and "Disposition" aspects of quality records apply only to the one official record copy of each quality record.]

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